

Security Information

OFFICE OF TRAINING

NOTICE
NO. 10-53

8 July 1953

SUBJECT: Utilization of Administrative Supplies and Equipment

REFERENCE: CIA Notice No. [REDACTED] dated 10 April 1953

25X1A

1. The referenced notice directed the Logistics Office to undertake a program of economic utilization of administrative supplies and equipment.

2. At the request of the Chief, Logistics Office, the following information is disseminated to all OTH personnel:

"It is believed that everyone in the Agency can contribute toward the proper accomplishment of the Administration's objective for greater economy and efficiency in the Government, by joint and individual practice of supply discipline as related to above subject. A program is being initiated to reduce the cost of office supplies and equipment per person without handicapping in any way the productive effort. The program can succeed only if all personnel are encouraged to believe in and practice the principles brought to their attention.

"Cost Consciousness" should be the uppermost thought of all employees in utilization of supplies and/or equipment.

Administrative supplies are for your use in the performance of your duties.

When drawing supplies, ask for only what you need and use what you are issued. Do not hoard supplies.

A desk and office check to return excess supplies and equipment to supply channels, will be conducted in the near future by your Administrative Officers, in conjunction with Building Supply personnel. All employees are requested to cooperate fully with personnel assigned to this function.

RESTRICTED

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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"Waste and extravagance in the utilization of Supplies and Equipment affects all of us as taxpayers, therefore, we should be just as practical in this matter, as we are in the management of our individual households."

[REDACTED] 25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

Distributions All OTB Personnel

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